



A dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

# Director Center City Development & Operations





# DIRECTOR

## CENTER CITY DEVELOPMENT & OPERATIONS

### ***The Position***

The Center City Development & Operations Department includes 164 employees and an annual budget of approximately \$30 million. The mission of the Department is to initiate and facilitate livability, commerce, infrastructure, and prosperity for a vibrant Center City. The director is responsible for planning, directing, managing, and overseeing the activities and operations of the Center City Development & Operations Department.

### ***Essential Job Functions***

- Serve as the primary point of contact for redevelopment initiatives within the downtown area. Facilitate development through the use of financial incentives such as tax abatements, grants, loans, and waivers of development fees. Initiate development through the disposition of City-owned property and the execution of public-private partnerships. Negotiate and monitor tenant leases for City-owned property.
- Develop and manage programming for Travis Park and other downtown areas and manage vending programs such as the River Walk vending program, food truck vending, and mobile food vending programs.
- Administer the Center City Housing Incentive Policy and the City and San Antonio Water System fee waiver programs.
- Manage operations and maintenance of City-owned parking facilities including 4 parking garages, 8 surface lots, and more than 2,000 parking meters. Administer the residential permit parking program and manage parking enforcement for the entire city.
- Maintain 3.5 miles of the San Antonio River Walk and manage the river barge concession contract.
- Oversee operations and maintenance of special venues including La Villita, Spanish Governor's Palace, Market Square, and Mission Marquee Plaza.
- Coordinate large downtown events including annual New Year's Eve celebration, Fiesta, Rock 'n' Roll Marathon, river parades, and other large events.
- Monitor contracts for sidewalk and patio leases, development agreements, and other incentive agreements.
- Collaborate with downtown stakeholders on downtown policies and strategies.
- Administer the Brownfields policy for the City of San Antonio and ensure compliance with federal and state grants.
- Coordinate and support partnership agencies such as Centro Partnership, San Antonio for Growth on the East Side (SAGE), Westside Development Corporation (WDC), and Hemisfair Park Area Redevelopment Corporation (HPARC).







## ***The Ideal Candidate***

- Significant knowledge and experience in organization effectiveness and operations management.
- Excellent analytical, abstract reasoning and problem-solving skills, which allow for strategic data interpretation.
- Excellent organization, as well as written and oral communication skills.
- Flexible, team-oriented self-starter who is able to multi-task while also being highly detail-oriented.
- Proven effectiveness leading and mentoring employees in daily operations and subsequently increasing responsibilities as team develops.
- Exhibit personal qualities of an excellent work ethic, integrity/ethics beyond reproach, pro-activeness, and leadership.
- Knowledge of effective marketing, public relations and social media strategies.
- Ability to establish and maintain cooperative working relationships with City officials, employees, business owners, residents, boards, commissions and the general public.
- The ability to provide sound fiscal leadership based on an understanding of public financing and indebtedness supported by taxes or assessments.
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the City

## ***Requirements***

- Bachelor's Degree from an accredited college or university with coursework in Business Administration, Public Administration, Urban Planning, Real Estate, or related field.
- Eight (8) years of increasingly responsible professional experience in public sector management, Urban Planning, Infill Redevelopment, or Real Estate Development.

## ***The Community***

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.

Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the five-time National Basketball Association Champions.



## Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

**Executive Car Allowance** – Executives receive a monthly car allowance of \$500.

**Cell Phone Allowance** – Executives receive a monthly cell phone allowance of \$70.

**Health Care** – The City offers two health care plan options which offers employees a choice of deductible, co-insurance and co-payment levels.

**Retirement** – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

**Deferred Compensation** – The City offers two voluntary Section 457 Deferred Compensation programs including a match up to 2% of the annual salary. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

**Life Insurance** – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

**Holidays** – 13 Holidays

**Leave/Vacation** – City Employees receive Annual and Personal leave; accrual based on seniority.

**Relocation Assistance** – Available.

## To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

**[saexecsearch@sanantonio.gov](mailto:saexecsearch@sanantonio.gov)**

This position is open until filled; however, the first review of resumes will be Wednesday, April 14

Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

### For additional information please contact:

Joel Jenks, Executive Recruiter  
City of San Antonio  
Human Resources Department  
P.O. Box 839966  
San Antonio, TX 78283  
Phone: (210) 207-5173

*Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.*

**The City of San Antonio is an Equal Opportunity Employer.**

